

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REHABILITATION CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to encourage and assist human services agencies with the development, implementation, and maintenance of rehabilitation programs for persons with disabilities.

There are three classifications in this job.

Position Code Title – Rehabilitation Consultant-E

Rehabilitation Consultant P11

This is the experienced level. The employee performs a full range of professional rehabilitation consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Rehabilitation Consultant-A

Rehabilitation Consultant 12

This is the advanced level. The employee functions as a district-wide consultant in a specialized area such as staff development or casework reviews, that has been recognized by Civil Service as having significantly greater complexity than work assigned at the experienced level in the series.

Position Code Title – Rehabilitation Consultant-S

Rehabilitation Consultant 13

This is the specialist level. The employee functions as a statewide or departmentwide consultant in an area that has been accepted by Civil Service as a specialized complex education program, such as consumer development, employer development, inter-agency liaison, school services, health and welfare services, facilities development, staff development, or casework review.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises local communities in the establishment and improvement of sheltered workshops and rehabilitation facilities.

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Provides services to business and industry employers to improve and/or expand employment opportunities for persons with disabilities.

Provides assistance to local officials and agencies in developing proposals for federal and state grants for rehabilitation programs for individuals with disabilities.

Interprets state and federal regulations for field program personnel.

Reviews and analyzes casework techniques for compliance with state and federal regulations.

Conducts research, develops training strategies, and provides staff training in an area of or throughout the state.

Develops rehabilitation programs in cooperation with other service areas in the department, other departments within state government, and other agencies providing services to individuals with disabilities.

Conducts surveys and research to determine program needs and to develop more effective policies, practices, and procedures.

Attends state and national conferences considering rehabilitation or related problems.

Participates in policy planning, implementation, and training regarding various federal and state rehabilitation programs.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

Additional Job Duties

Rehabilitation Consultant 12

Provides districtwide consultative services in a specialized area, such as staff development or case review.

Rehabilitation Consultant 13

Provides statewide or departmentwide consultative services in a complex specialized area, such as consumer development, employer development, inter-agency liaison, school services, health and welfare services, facilities development, staff development, or casework review.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the principles and methods of rehabilitation counseling and training.

Knowledge of programs and facilities for persons with disabilities.

Knowledge of the state and federal laws and regulations pertaining to rehabilitation of persons with disabilities.

Knowledge of problems faced by individuals with disabilities in attaining personal, social, and economic adjustment.

Knowledge of current developments in the field of vocational rehabilitation.

Knowledge of casework techniques used in rehabilitation of persons with disabilities.

Knowledge of the methods and techniques for establishing and improving sheltered workshops and other rehabilitation facilities.

Knowledge of reasonable accommodations, the Americans with Disabilities Act, and the Michigan Handicappers Civil Rights Act.

Ability to analyze how programs can be made more responsible to disabled persons and make recommendations accordingly.

Ability to obtain cooperation from local officials and officials of human services agencies.

Ability to work with professional and technical personnel in the area of work performed.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to understand and apply marketing principles.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Rehabilitation Consultant 12 and 13

Knowledge of the specialized vocational rehabilitation area to which assigned.

Ability to develop, coordinate, and implement districtwide, statewide, or departmentwide specialized vocational rehabilitation programs.

Working Conditions

Some employees may be required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in rehabilitation counseling, guidance and counseling, special education, social work, or in an area of human services.

Experience

Rehabilitation Consultant P11

Three years of professional experience providing rehabilitation services to individuals with disabilities, equivalent to a rehabilitation counselor in state service.

Rehabilitation Consultant 12

One year of experience equivalent to a Rehabilitation Consultant P11 or two years of experience as a Rehabilitation Counselor P11 in state service.

Rehabilitation Consultant 13

Three years of experience as a Rehabilitation Counselor P11.

OR

Two years of experience equivalent to a Rehabilitation Consultant P11.

OR

One year of experience equivalent to a Rehabilitation Consultant 12.

OR

Two years of experience as a Rehabilitation Counselor 12 in state service.

OR

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Two years of experience equivalent in responsibility to a Vocational Rehabilitation Manager 13.

OR

One year of experience equivalent in responsibility to a Vocational Rehabilitation Manager 14 in state service.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

| <u>Job Code</u> | <u>Job Code Description</u> |
|------------------------|------------------------------------|
| REHABCST | Rehabilitation Consultant |

| <u>Position Title</u> | <u>Position Code</u> | <u>Pay Schedule</u> |
|------------------------------|-----------------------------|----------------------------|
| Rehabilitation Consultant-E | REHBCSTE | W22-070 |
| Rehabilitation Consultant-A | REHBCSTA | W22-046 |
| Rehabilitation Consultant-2A | REHBCS2A | W22-048 |
| Rehabilitation Consultant-2A | REHBCS2A | NERE-191 |